

# Special Events

## VOLUNTEER JOB DESCRIPTION

### **Purpose**

Recruiting volunteers to provide all required support at Brain Care Centre's special events and fundraising opportunities. All proceeds of these events go towards providing free services to persons living with traumatic brain injuries in Edmonton/Edson and area.

### **Benefits**

- Ability to impact a person's, living with traumatic brain injury, life.
- Creating a positive impact on the local community.
- Make a difference in an individual's life by enabling their participation in activities in the community.
- Develop interpersonal and communication skills.
- Experience working with fundraising in the non-profit sector.
- Experience in the health services field.
- Written and/or oral reference after at least three months of satisfactory service.

### **Responsibilities:**

All events vary. Volunteer duties may include some or all of the following:

- Selling 50/50s or raffle tickets
- Working a fundraising casino
- Work a registration table
- Helping out at an auction
- Sitting on a hole for a day of golf talking to golfers about Brain Care Centre
- Set up or tear down event site
- Greet and be a friendly face for attendees
- Provide basic event information to attendees
- Pre-event preparation, including packing and assembling event material

### **Expectations**

- Uphold an open communication with the Volunteer Coordinator and Events Coordinator
- Uphold the core values of Brain Care Centre

### **Competencies**

- **COACHING & DEVELOPMENT:** Commits to assisting participants, volunteers, staff and self in continuous learning and self-development.

- **CONFIDENTIALITY:** Maintain a high level of confidentiality regarding clients, staff and business practices and procedures
- **COMMUNICATION:** Communicates in a thorough, clear and timely manner and supports information sharing within the Brain Care Centre.
- **INTEGRITY:** Demonstrates responsible behavior at all times and maintains high ethical standards while maintaining professional boundaries.
- **CONCERN FOR HEALTH & SAFETY:** Acknowledges and understands how to manage and educate others of risk and harm reduction.

### **Requirements**

- Empathetic
- Outgoing
- Compassionate
- Positive and upbeat
- Self-motivated
- Able to work without supervision
- Enjoys working with the public
- Minimum 6 month commitment
- CPR and First Aid a benefit but not required

### **How to Apply**

Complete application form and forward resume to Christine Hirschi.

Email: [christine@braincarecentre.com](mailto:christine@braincarecentre.com)

Communications, Events, and Volunteer Coordinator

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